



## **REQUEST FOR INFORMATION # 212212**

### **FOOD SERVICES**

#### **BATON ROUGE COMMUNITY COLLEGE (BRCC) MID CITY CAMPUS**

This Request for Information (RFI) is issued to obtain information from interested parties relating to food service for BRCC's Mid City Campus. This RFI is not a formal, competitive solicitation process to establish any official contractual agreement or pricing.

RFI responses are due by April 12, 2022 at 9:00 a.m. CST

Submit the RFI response by email:

BRCC Purchasing Department, Attn: Hilary Stephenson, email - [stephensonh@mybrcc.edu](mailto:stephensonh@mybrcc.edu).

The email should reference RFI 212212.

### **1.0 Introduction**

The intent of this Request for Information (RFI) is to gather information relating to food service options at BRCC's Mid-City Campus. BRCC is requesting information from food service vendors to review options. These options may include establishing a contract with one or more food service vendors for the BRCC Mid-City Campus. This RFI may not result in an official contractual agreement but is primarily to obtain information.

### **1.1 Objectives**

RFI 212212 is issued to obtain information about food service options including but not limited to menus, pricing, and promotional ideas. If contractors are chosen, the contractors would provide labor, materials, equipment, insurance and food/beverages for the operation of a campus food service area the Bienvenue Student Center on BRCC's Mid-City Campus. This service may include:

- Provide Breakfast and Lunch services for BRCC students, faculty, staff and visitors
- Provide food services for special events that are held throughout the year.
- Provide concession stand services for BRCC Athletic events
- Provide training and educational opportunities for BRCC Culinary Students
- Provide internships and potential employment opportunities for BRCC's Culinary Department
- Provide scholarships for BRCC students

BRCC will not pay the food service contractors for any services offered.

## 1.2 Background

At BRCC, we believe that everyone should have the opportunity to successfully achieve their goals through the availability of accessible, high quality and affordable education. BRCC's Mid-City Campus is located at 201 Community College Drive, Baton Rouge, LA. The food service area at Mid-City is located in the Bienvenue Student Center which is building # 8 on the map listed in Attachment A. Any resulting contract would primarily provide food options for students, faculty and staff. Previous food service vendors have offered breakfast and lunch options Monday – Friday.

## 2.0 RFI Schedule of Events

EVENT	DATE AND TIME
Jobsite Visit (Not Mandatory)*	Thursday, March 31 at 10:00 A.M.
RFI Response Deadline	Tuesday, April 12 at 9:00 A.M.

\*This date is the only day and time the food service area will be available for a jobsite visit. There will be no other opportunities to view the existing food service area.

Jobsite Visit will take place in the food service area of the Bienvenue Student Center which is in building #8 on the map listed in Attachment A.

## 3.0 Format of RFI Responses

Please note that response to this RFI is not a prerequisite for responding to any future related projects. Response to the RFI will not create any contract rights. The results of this RFI may not result in a contract for food service.

BRCC is not responsible for any costs associated with responding to this RFI.

The following outline is offered to assist in the development of your response. You should include:

- A cover letter – should include a brief summary of your business including business name, address, history of the business and experience with similar projects.
- Menu options for breakfast, lunch and snacks that would encourage faculty, staff and students to utilize the food service vendor instead of leaving campus.
- Price ranges of menu options. BRCC is interested in a food service vendor that can supply quality food options at a reasonable price. The average cost of breakfast options should not exceed \$8.00 and the average cost of lunch options should not exceed \$12.00.
- Menu options for concession stands items for Athletic events
- Detail training and educational opportunities for BRCC Culinary Students
- Detail internship and potential employment opportunities for BRCC Culinary Students
- Provide information about scholarship options for BRCC students
- List innovative food service options that contractor can offer.

- If a contract is established, BRCC prefers to be paid a percentage of the revenue monthly by the food service vendor. Vendors may include in their response a different revenue amount. BRCC will not pay any fees to the contractor in exchange for food service.
- Describe any ideas you have to promote your food service at BRCC.
- Include a completed page 3 of the RFI with contractor general information.

#### **4.0 Contractor Requirements if a food service contract is established**

The contractor will be responsible for obtaining all required licenses and permits. The contractor must meet all state and local regulations. Contractor would have to provide any equipment, not already in place in the food service area, as needed to provide food service. BRCC will not pay for or provide any equipment, supplies, staff, etc. related to food service at the Mid-City campus. Contractor must also keep food service area clean and safe.

The contractor will have to provide to BRCC an insurance certificate showing BRCC as the certificate holder. The insurance must include coverage for General Liability, Auto Liability and workman's compensation as per attached insurance requirements in Attachment B.

Contractor shall be responsible for the costs of installation of telephone system, repair and upkeep of this system.

#### **5.0 BRCC Requirements if a food service contract is established**

BRCC shall be responsible for providing all utilities for the food service Contractor.

BRCC shall provide waste disposal dumpsters for food service related waste.

BRCC has an existing agreement with Coca Cola and only those products shall be sold on campus.

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Phone and email:** \_\_\_\_\_

**Contractor agrees to pay BRCC \_\_\_\_\_ % of the monthly revenue generated by the food service.**

**Contractor Representative Signature:** \_\_\_\_\_

ATTACHMENT A.



## ATTACHMENT B

### **INSURANCE REQUIREMENTS FOR CONTRACTORS**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

#### **A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

#### **B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

#### **C. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

## 2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

## 3. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

## **D. ACCEPTABILITY OF INSURERS**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

## **E. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided,

this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

#### **F. SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

#### **G. WORKERS COMPENSATION INDEMNITY**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

#### **H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.